

State Classification: **Clerical Helper**
Limited Term Employee (LTE)
for the
Kickapoo Valley Reserve

The Kickapoo Reserve Management Board (KRMB) is seeking applicants to serve as Clerical Helper for the Kickapoo Valley Reserve. This is a limited term position with a maximum of 1,040 hours annually. The candidate may work up to 16-32 hours per week from May through October at an hourly rate of \$9.00. The position does not include fringe benefits. The position will be approximately 5% field work and 95% office work. The Kickapoo Valley Reserve Visitor Center is open to the public seven days a week from Memorial Day weekend through October so weekend and some evening hours will be required.

Duties will include:

- data entry and preparing materials for mailing
- greeting, answering questions, and providing information to visitors of the Reserve and Visitor Center
- registering campers and issuing visitor permits
- answering phones, assisting with mail tasks, and assembling information
- distributing and collecting trail and camping permit information
- sale of Friends of KVR and Reserve merchandise via cash, check, or credit card
- assist with processing cash and check payments received through permits, sales and events
- performing routine office tasks such as filing, running copies, stocking brochures, data entry, inventorying supplies and merchandise, cleaning office equipment, organizing storage sites, stocking restroom supplies, and neaten break room as needed
- assist with maintaining Visitor Center library and picture archives, digital photo storage on line and in house
- assist with setting up, hosting, and cleanup for events and education classes held at the Visitor Center
- serve as exhibit tour guide when needed
- other tasks as assigned.

Qualifications include:

- knowledge of the Kickapoo Valley Reserve history and current operations
- familiarity with opportunities for tourists visiting the area; ability to assist with exceptional customer service skills in professional and enthusiastic manner
- strong communication skills—comfortable speaking with the public, capable of answering multi-line phone in courteous and professional manner
- basic computer skills—able to work in Excel, Access, Publisher, Microsoft Word and Outlook; familiarity with Facebook and willingness to learn process to update website
- must be at least 18 years old and have a valid Wisconsin driver's license.

Candidates familiar with the Kickapoo Valley Reserve property and excited about working with the general public are encouraged to apply. The Executive Director for the KRMB will supervise the Clerical Helper.

Applications must be received **by July 20, 2015, no later than noon** at the Kickapoo Valley Reserve Visitor Center, S3661 State Highway 131, La Farge Wisconsin 54639. Electronic submissions of applications are accepted. Questions can be directed to: Fran Campbell, Executive Assistant (608) 625-2960; kickapoo.reserve@krm.state.wi.us.

The State of Wisconsin is an equal opportunity employer operating under an approved affirmative action plan.